

**APPENDIX A**  
**PLOW ROUTES**

**Town of Holderness, New Hampshire**  
**Winter and Inclement Weather Policy and Priorities**

Pursuant to RSA 231:92-a, the Holderness Board of Selectmen hereby establishes the following policy and procedure for winter and inclement weather road maintenance.

**PART A: POLICY OBJECTIVES**

- 1. OBJECTIVE.** The town of Holderness seeks to provide timely, efficient and cost effective winter maintenance, snow removal, and ice control on the Town's public highways, bridges, for the safety and benefit of the town's residents and general motoring public.
- 2. PROCEDURE.** The objective stated in Section 1 may best be achieved by implementation and execution of the procedures and tasks outlined in Part B of this policy, the Town's Winter Operations Snow Removal and Ice control Procedures. Due to the many variables that are inherent in New England weather, each storm or weather event may require slightly different effort or emphasis on any number of maintenance tasks which, together, determine the overall winter maintenance, snow removal or ice control strategy.
- 3. LEVEL OF SERVICE.** It is not reasonably possible to maintain a black, snow and ice-free, road during a storm. The Town intends to utilize its best efforts, within the means available, to provide practical, safe access to homes, businesses, and municipal facilities during the after winter storms.
  - (A) As a general policy, the Town will start to conduct snow removal operations upon accumulations of two inches of snowfall. The Road Agent may, at his or her discretion, based upon weather information reports or prevailing conditions, elect to not remove snow until greater or lesser amounts have accumulated.
  - (B) Pre-treatment and ice control may be implemented prior to, during, or after a storm, as determined to be most effective, noting that salt has a much slower effect on melting snow and ice at temperatures below 25 degrees Fahrenheit, and this may not be applied until it is warmer.
  - (C) No winter sidewalk maintenance will be provided. (Except as noted in Part B Section 8 - D of the Snow Removal and Ice Control Procedures).
- 4. COMMAND.** The Holderness Road Agent, or the Road Agent's designee, shall direct all winter all maintenance activities for the Town.
- 5. EXECUTION.** This policy, including the standard operation procedure, is intended to serve as the normal procedure for winter maintenance, snow removal, and ice control for the town of Holderness. One or more of the following, which

may delay or prevent the implementation of this policy, may affect all or any part of normal operation procedure:

- Equipment Breakdown
- Snow Accumulation In Excess of One Inch Per Hour
- Freezing Rain or Other Icing Conditions
- Traffic Congestion
- Emergencies
- Personnel Illness

**6. NOTICE.** This policy shall be posted in appropriate public places in Holderness as determined by the Selectmen. All residents are encouraged to familiarize themselves with the content hereof as it describes conditions that one might encounter before, during and after a winter storm event.

**7. ADOPTION/AMENDMENTS.** This policy and the accompanying Part B, encompassing standard operation procedures, adopted by the Holderness Board of Selectmen on March 19, 2001 is hereby amended on December 22, 2008.

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Christopher Devine

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Barbara Currier

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Sid Lovett

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Suzanne Peoples

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Peter Webster

## **APPENDIX B**

### **TERMINOLOGY**

**PART B:**

**Winter Operations  
Snow Removal and  
Ice Control Procedures**

**Includes Highways, Sidewalks, Parking Areas**

1. **EQUIPMENT and PERSONNEL:** The assets available for winter snow removal and ice control are established within the parameters of the annual budget approved by the Town. In formulating the budget, the town seeks to allocate sufficient funds for this purpose, but variable weather conditions may make budget projections inaccurate. When weather conditions require additional fund beyond those available in the budget, the Town will undertake such actions as are reasonable necessary to address such conditions, but the Town is bound by law to follow certain legal requirements and procedures that may delay immediate availability of funds for responses. The Highway Department utilizes all available assets of the Department as needed to address snow emergencies. A list of the current rolling stock assets is included in Appendix B. The Town of Holderness has four full-time personnel available for winter maintenance operations.
2. **ROUTES:** Currently, the town is divided into three major plow and/or treatment routes as specified in Appendix A. The Town's available equipment is assigned to a plow route as stated in Appendix A. The Town also has available a ¾ ton pick-up which is responsible for maintaining municipal parking areas and to provide support in other areas as needed.

The Town uses one wheeled backhoe used to load trucks during winter operations. It is also used to load snow or push back intersections to create better lines of sight.

Plow routes may be altered form time to time for more efficient snow removal or cost efficiencies. The Road Agent shall notify the Town Administrator and all relevant personnel of such changes. Limited, temporary changes made in accordance with this section do not require approval of the Town Administrator or Board of Selectmen, unless specifically advised to the contrary.

3. **MATERIALS:** The Town Bases its annual budget for snow removal materials in part on past usage and estimated weather forecasts. In recent years, the Department has used 150 tons of rock salt and 750 cubic yards of sand each season. The sand is used as an abrasive and is applied to the road to improve traction for motor vehicles. Salt is employed as a de-icing and anti-icing agent. The estimated annual supply of sand is purchased each year, mixed with salt, and stockpiled inside the Highway

Department's sand/salt storage building. A surplus of untreated sand is stored outside the building. Rock salt is purchased from a supplier as needed, with a limited quantity of approximately 100 tons is stockpiled by the Highway Department. Unless weather conditions require a different approach, winter maintenance routes treated with a mixture of sand and salt, generally with a minimum amount of salt to prevent freezing of the mixture. This mixture may be adjusted according to the nature of the storm with additional salt added if needed. This mixture is applied to the traveled way. At the beginning and at the conclusion of a storm, salt may also be applied to the center of the paved roads where traffic can work the salt traveling either way. The salt, in conjunction with traffic action, creates a watery brine melting snow and ice, and resisting snow and ice packing on the roadway. The road crown further assists with the spreading of the brine mixture. The sand/salt mixture as well as salt itself, is only effective to approximately 25 degrees Fahrenheit. Other deicing agents are effective to lower temperatures, but cost and need for specialized equipment have forestalled their use at this time.

4. **COMMUNICATION:** The majority of the Public Works rolling stock is equipped with VHF brand radios. Each plow and equipment operator is assigned a unique call number. Radios are also maintained at the Highway Department garage, and each operator any communicate with Plymouth Police Dispatch, Holderness Police and Fire Department.  
The operator is aware of the importance of the radios, and maintains their operation and communication during a storm.
5. **SCHOOLS:**
  - (A) *Maintenance.* The Highway Department is responsible for the clearing of snow and winter treatment of the access road to Holderness Central School. The Town is not responsible for the clearing of snow and winter treatment of the Holderness Central School parking lot. On days when school is in session, winter maintenance efforts are timed to coincide with bus routing and delivery of students to the extent reasonably practicable.
  - (B) *School Cancellation.* The School Superintendent, or designated official representative, may contact the Road Agent or Highway Department to determine the condition of the municipality's roads in order to determine the advisability of students using school buses. The school representative(s) shall make the decision to cancel or postpone school for that day.
6. **PARKING:** The Town of Holderness has adopted winter parking regulations. One purpose of this winter parking ban is to allow winter maintenance crews unobstructed snow removal and ice control routes, as much as possible, to maintain the maximum effectiveness of their efforts.
7. **PLOW ROUTE PRIORITIES:** With a total of approximately 38 miles of roads, from which to remove snow and control ice and only the equipment specified in Appendix B to handle this activity, the Highway Department has a assign priorities

for winter maintenance route activity in order to maximize the effectiveness of its efforts.

- A. *Town Roads.* Town roads will be given first priority for winter maintenance. Each plow route is listed in Appendix A. The timing of maintenance on some routes will coincide with the bus Routes with the intent to provide snow clearing will be within one hour of the regular bus schedule for that route.
- B. *Public Parking Area.* The public parking area at the Town Office will be plowed and skid resistant material will be applied as needed.
- C. *Fire Department.* The Fire Station property will be plowed under private contract, with assistance from the Highway Department provided as needed and as available.
- D. *Transfer Station/Recycling Center.* Transfer station personnel may be required to assist with the Towns general winter maintenance operations. If the facility is open during a storm/winter event, the Highway Department will plow the facility as part of a plow route. If the facility is not open, it will be plowed as conditions and available resources warrant. Transfer Station attendants will attempt to keep public areas reasonably clear of snow and ice, and maintain them with sand and other slip resistant materials, recognizing that is often not be possible to maintain grounds free and clear of ice and snow.

**8. ROADS AND SIDEWALKS NOT RECEIVING WINTER MAINTENANCE:**

The Town of Holderness does not maintain a number of roadways and sidewalks as part of its ongoing winter maintenance activities. The areas not maintained by the Town of Holderness include:

- A. Class VI roads
- B. Private roads, driveways, and sidewalks with the exception of Ledge Road which is winter maintenance only, by special arrangement.
- C. Roads, sidewalks, and other areas maintained or within the jurisdiction of State, Federal or other units of government.
- D. Sidewalks: Sidewalks in Holderness are not maintained on a regular basis; however sidewalks in the village area only, specifically the sidewalks along US Route 3 on the south side from the Holderness General Store to the east end of the bridge over the Squam channel and on the north side from the corner of Rt. 113 to Christian Lane will, on occasion and with no regularity, be cleared of snow to facilitate maintaining curb side parking and pedestrian walking in the village area. No application of sand and/or salt can be expected in this area. Any village sidewalk maintenance is the lowest priority in the plow route priorities and will be done subject to the availability of equipment and personnel of the Holderness Highway Department.

**9. DAMAGE TO PRIVATE PROPERTY:**

- A. The Town of Holderness assumes no responsibility for damage to private property that is located within the public right-of-way as such property is deemed an encumbrance that is not permitted to be located in the right-of-way. The right-of-way (ROW) is often 50' wide, and is often mistaken by property owners as their own property. In most cases, the ROW often extends 10' to 20' either side of the paved or gravel surface of a road. Homeowners often cultivate extensions of their lawns, place mailboxes, erect fences or stone walls in these areas, which improves the appearance of the road greatly, but may obstruct or interfere with maintenance being conducted on the roadway, including winter maintenance.
- B. In the event of personal property damage occurring as a result of winter maintenance activities conducted by the Town of Holderness, the Town may be held responsible only for damages arising from negligence or other fault property attributable to the Town and, in any event, will not be responsible for the repair or replacement of damaged property, with the exception of mailboxes, that is within the public right-of-way, whether located on private or public property, or which is the result of negligence or fault attributable to others.  
**Mail boxes must be clearly visible and not be closely located to the road as to create an obstacle for the operator. Mailboxes will be replaced if they are damaged from a direct impact of a Town vehicle and will not be replaced if damage was the result of plowed snow.**
- C. The Town will also not be responsible for damage to any vehicle which may be damaged during winter maintenance if the vehicle is parked in violation of any State law or local regulation, including any winter or snow removal parking limitation periods.

**10. PLACEMENT OF SNOW IN RIGHT OF WAY.** No snow is to be shoveled, blown, plowed or placed, by any means, onto Town roads or sidewalks or across roadways to the opposite side snow banks.

**11. ROADWAY OBSTRUCTIONS.** If any pedestrian, vehicle, or other item interferes with snow removal operations, the Town's personnel will seek the cooperation of the owner to remove it immediately. If the owner cannot be readily located or if the owner refuses to cooperate, the operator shall contact the Holderness Police Department for assistance.

**12. POST STORM OPERATIONS.** As determined by the Road Agent, snow banks resulting from the previous accumulations may be pushed back, or shelved, using the plow and wing of suitable equipment to make space for future snow storms.

**13. SNOW REMOVAL FROM TOWN ROADS.** During the initial stages of a storm, town highways will be plowed and receive surface treatment as appropriate in accordance herewith. As parked vehicles are removed from streets, snow removal equipment may swing wider through the street to push back accumulated snow.



(A) Any vehicles which violate winter parking regulations are subject to ticketing and towing. Any vehicle which otherwise interferes with the reasonable efforts of the Town's winter maintenance is subject to removal, after reasonable attempt to notify the operator, if possible.

(B) Snow removal operations may be delayed or ended in areas where vehicles are improperly parked or where they may interfere with snow removal operations.

(C) The Town is not responsible for damages to such vehicles arising out of Winter Maintenance operations or a result of towing.